STATION PAPER No. 6

JUNE 1947

STYLE MANUAL

for Publications

by E. vH. LARSON

U. S. Department of Agriculture
Forest Service

Northeastern Forest Experiment Station

Bankers Securities Building

Philadelphia 7, Pa.

V. L. Harper, Director

NORTHEASTERN FOREST EXPERIMENT STATION
OFFICE LIBRARY

FOREWORD

This material is planned to help you prepare your manuscripts. It is intended for authors, typists, and anyone else who takes part in preparing manuscripts.

If you follow these general rules, and submit your papers to the Station in the form suggested here, the work of processing your manuscripts will be made easier and faster. Good manuscripts will help us to live up to our publication policy: "Better publications, published more promptly."

The material presented here is based primarily on the publication policy statement issued in January 1947 by the Washington Office and on the Style Manual of the Government Printing Office. It includes only those style rules that apply to the kinds of material most often encountered in our station publications.

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S T Y L E M A N U A L

for publications

by E. vH. Larson[1/]

GENERAL FORMAT

These instructions apply to manuscripts submitted for processing by the Station at Philadelphia as station notes or station papers. In general, they apply also to manuscripts submitted to the Washington Office for publication by the Department of Agriculture.

PAPER

Use white bond paper for the original (ribbon copy) and lightweight white paper for carbon copies.

COPIES

Submit manuscripts in one ribbon copy and one carbon copy. For station publications only the ribbon copy need be complete with illustrations.

In typing manuscripts, change the carbon paper often enough so that each carbon copy is clear and readable. Type on only one side of the paper.

MARGINS

Use a margin of at least 1 inch on both sides, top, and bottom of the page.

SPACING

Double-space the text.

Use single-spacing only for footnotes, figure titles, and quoted matter of more than five lines.

1/ Editor, Northeastern Forest Experiment Station.

QUOTED MATTER

Short quotations are written as part of the text, enclosed in quotation marks. Example:

...early lumbermen in the 1860's found "valleys, hillsides, and mountains covered with a dense growth of white pine and hemlock, among which were splendid specimens of hardwoods." White pine and hemlock were heavily cut...

Quoted matter of more than five lines is typed single-space, and indented three spaces. If it is obvious that it is a quotation, no quotation marks are needed. Here, for example, is a paragraph quoted from the Washington Office publications policy statement:

> The purpose of research in the U. S. Forest Service is to obtain and disseminate information needed to manage and utilize with progressively increasing skill all forest and range lands and resources to promote the Nation's welfare. Effective and prompt presentation of essential results is thus an indispensable part of research. Accepting public money for research carries with it the obligation of making the results known and useful to the public.

PARAGRAPHING

Indent the first line of a paragraph seven spaces.

Begin each page with a new paragraph. Do not start a paragraph below the middle of a page unless you are fairly certain it will go on the page. If you should figure it wrong, you can single-space the last six lines, so long as you leave at least a 1/2-inch margin at the bottom of the page.

NUMBERED LISTS

Items can be enumerated in two ways: (1) run together in a paragraph, like this, or (2) in a list. If the items are long and complicated, they will be hard to read if you run them together in a paragraph. If more than three items are enumerated, the list is generally better.

A simple list of short items may be centered in the page. Example:

The following data were recorded:

1. Diameter class
2. Species
3. Vigor class
4. Site
5. Stand-size class
6. Mortality.

A list of longer items, or numbered paragraphs, should be typed in the following manner:

A few fundamental characteristics of the species should be borne in mind in planning forest-management practices for this forest type:

1. The principal species are prolific sprouters.
2. The oaks bear heavy seeds. They rely on gravity for dispersal. Rodents and insect larvae destroy a large part of them. The red oaks start to bear seed annually at about 30 years of age, with heavy seed yield at 2- to 3-year intervals.
3. Red maple bears light, wind-dispersed seed annually, starting at an early age.
4. The principal species will endure only a moderate amount of shade.
5. Oaks need ample crown space to grow vigorously.
6. The present stands are even-aged.

PAGE NUMBERS

Number each page in a manuscript consecutively, including table and illustration pages, and appendix. Start the numbering with the first page of text (do not number the foreword or table of contents pages, or frontispiece illustrations) Put the number at the bottom of the page. Use the following form for page numbers:

- 1 -

If you want to insert a page in a manuscript, give it the number of the preceding page, followed by an alphabetical letter, like this:

- 1A -

HEADINGS

Major headings are centered. If only one grade of heading is used in a manuscript, it should be as follows:

One Grade Only Used

Two grades:

FIRST OF TWO GRADES

SECOND OF TWO GRADES

Three grades:

FIRST OF THREE GRADES

SECOND OF THREE GRADES

Third of Three Grades

Four grades:

FIRST OF FOUR GRADES

SECOND OF FOUR GRADES

Third of Four Grades

Fourth of Four Grades

A first-grade heading (usually it is a chapter or section heading) should not be typed below the middle of the page. Preferably it should be at the top of a page.

If paragraph headings are used they are typed this way:

Paragraph headings.--Note the use of the period and the dash. Only the first word in the heading is capitalized. Ordinarily this type of heading is used only when there is a series of such paragraphs. Do not include paragraph headings in the table of contents. Paragraph headings may be used under any type of center heading.

ABBREVIATIONS

Abbreviations may be used in tables to save space. They may be used in the text to a limited extent. For example, a constant repetition of "diameter at breast height" in the text would be tiresome and unnecessary; so we use "d.b.h." But do not overwork abbreviations. Here are some abbreviations that are commonly used:

bd. ft.	board foot, board feet
CCC	Civilian Conservation Corps
C.	centigrade
cu. ft.	cubic foot, cubic feet
d.b.h.	diameter at breast height
(Capitalized D.b.h.)	
Dr.	doctor
F.	Fahrenheit
Fig.	figure
gal.	gallon
hp.	horsepower
i.b.	inside bark
M	thousand (no period)
M.b.m. (or M bd.ft.)	thousand feet board measure
o.b.	outside bark

Avoid using symbols for abbreviations, such as ' (feet), " (inches), # (number), % (percent), & (and). These should not be used in the text. Even in tables, they can usually be avoided.

For spelling and capitalization see G.P.O. Style Manual or Webster's New International Dictionary.

BOTANICAL NAMES

The first time the common name of a botanical species (or biological species) is mentioned in the text, it may be followed by its scientific name in parentheses. The scientific name need not be used more than once. Examples:

Ground pine (Lycopodium obscurum var. dendroideum Michx.) is often found on site II.

Poor sites have red cedar (Juniperus virgiaiana L.) and post oak (Quercus stellata Wang.).

COMPOUND WORDS

A compound word is a combination of two or more words joined together either with or without a hyphen. For detailed rules on compounding, see G.P.O. Style Manual.

Words are compounded to express a unit idea (sawlog, man-hours, dovetail, lumberman). Words used together in regular word order are not compounded if their meaning is clear (white oak, cutting system, oak forest, generally used method). Hyphens are used not only to join the words, but to keep the components separated for ease of reading (A-frame, man-of-war, man-hours) and to prevent misunderstanding (co-op, re-treat, un-ionized).

The only simple rule that can be given is: two or more words used as a unit modifier are generally hyphenated. Examples:

wood-using industries	15-county area
growth-drain relationship	10-year growth
saw-timber stand	½-acre plots
low-quality material	two 16-foot sawlogs
clean-boled trees	15-year cycle
old-age stagnation	5- to 10-acre plots
volume-per-acre figures	2-inch-diameter tree
stand-size classes	three-fourths inch

Here is a list of some words we use often:

age class	backfire	boxboard
air-dried	backwoods	boxcar
air-dry	band mill	boxwood
air-seasoning	band saw	broadleaf
all-aged	blow-down	broadleafed
axhead	bow saw	bunkhouse

byproduct

carload
clear-cut
cordwood
cropland
crosscut
cross section
cross tie
custom sawing

dry kiln

even-aged

farm land
forest land
fuelwood
fully stocked

heartwood
hold-over

kiln-dry
knothole

leafmold
lumberjack
lumberman
lumberyard

marshland
microclimate
micro-organism
mill owner
mill stock
millwork
millworker
mine prop

old growth
over-all
overmature

paperboard
paper mill
peacetime
pole timber
postwar
prewar
pulpwood

rainfall
runoff

sawdust
sawlog
sawmill
saw setter
saw tooth
saw timber
seedbed
shelter belt
shelterwood
softwood
subregion

timberland

wartime
watershed
wildlife
wind-firm
wood cutter
woodland
wood lot
wood pulp
woodsman
woods crew

FOOTNOTES

Footnotes are used to make minor explanations of material in the text. They are also used for literature references.

Footnote references.--Superior numbers[1/] are used to refer to footnotes. A footnote number should be raised slightly, underscored, and followed by a slash. It should follow the principal word it refers to. It may follow any punctuation mark except a dash. A footnote reference should go in front of a numeral: [2/]1.08.

Footnote references are numbered consecutively from beginning to end of the manuscript. (Tables are footnoted separately.) Two footnote references occurring in the same place are separated by a space. [3/] [4/]

Footnotes.--The footnote itself should be typed immediately following the line in which the footnote reference is placed. It is single-spaced, between ruled lines, and is indented as a paragraph. Here is a sample paragraph:

> In spite of this past heavy cutting the northern hardwood forests are still more important to the Anthracite Region than any other type. They occupy 28.9 percent--922,700 acres--of the region's saw-timber[2/] acreage, and about 45 percent of the total saw-timber volume is to be found on this same acreage. These high percentage figures actually represent only 82,700 acres and 375 million board feet of timber. This shows how impoverished the region's forest land is.

2/ Stands that bear at least 2,000 board feet per acre. Saw-timber volume is measured in conifers in the 9-inch d.b.h. class and over, and in hardwoods in the 11-inch d.b.h. class and over.

Placing the footnote in the text keeps it on the same page with its reference. It makes editing and re-typing easier, and often prevents confusion.

ILLUSTRATIONS

TABLES

Tabulations are typed as a part of the text, but a numbered table should generally be typed on a separate page. The page containing the table follows the page on which reference to the table is first made. For details on the treatment of tabular material, see Station Paper No. 3, "Tables for Technical Writers."

FIGURES

Figures ordinarily are photographs, sketches or drawings, maps, or charts. They are numbered consecutively throughout the manuscript.

Figure titles.--Each figure should be on a page separate from the text. The title should be typed or printed under the figure. A short title can be centered under the figure, this way:

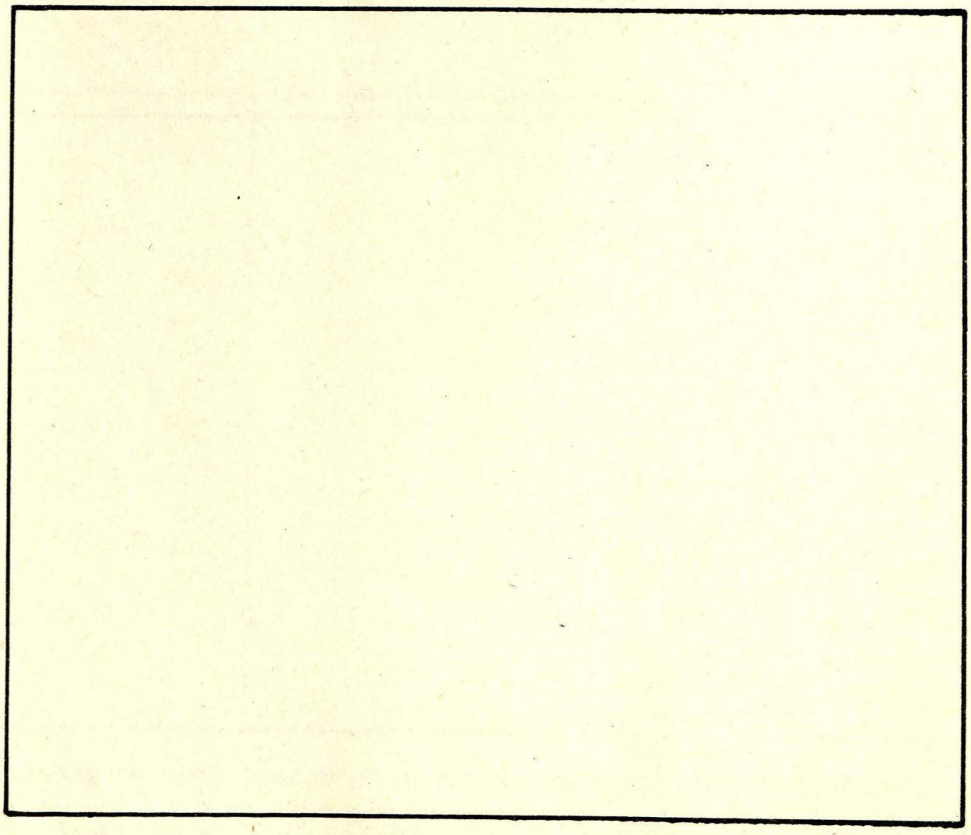


Figure 1.--A white oak saw-timber stand.

If the title runs two lines, center the second line under the first, this way:

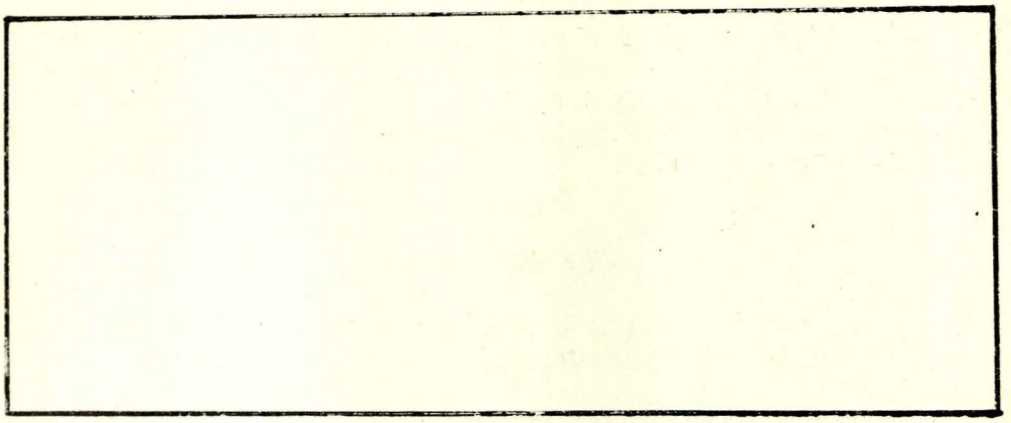


Figure 2.--Wood waste in logging and primary manufacture in the New England States.

If the title runs more than two lines, indent the extra lines at the left like this:

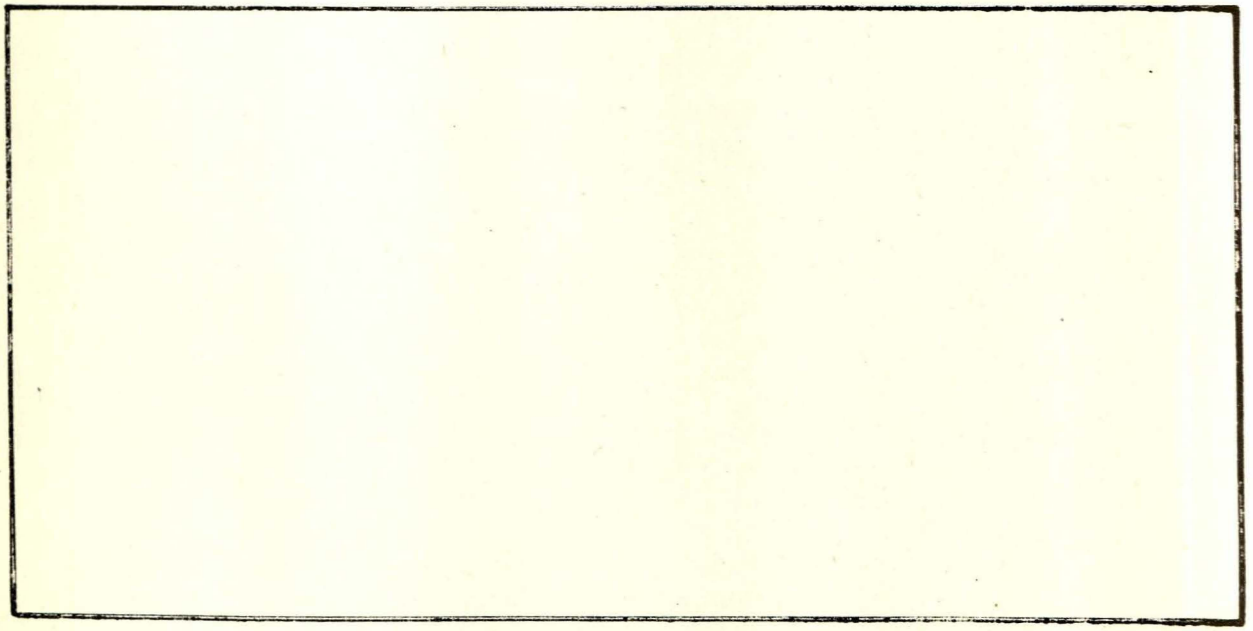


Figure 3.--A selectively cut farm woodlot in Otsego County, New York. Mature trees have been harvested, and reproduction is good. This woodlot has been fenced to protect it from browsing by cattle.

When a figure consists of two or more parts (for example, two photographs), and it is necessary to refer to each part, label the parts A, B, C, etc., with capital italic letters. Then describe each part in the title. Examples:

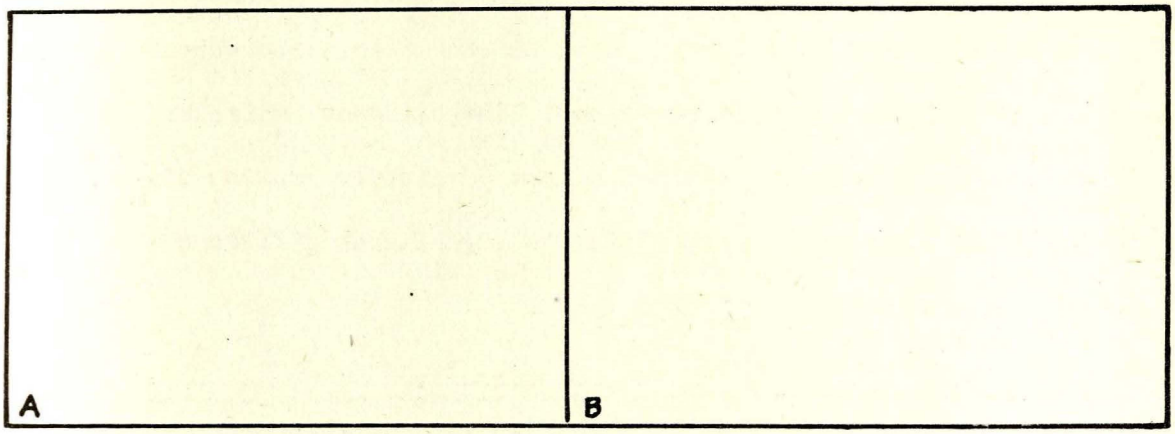


Figure 4.--Effect of budworm on new needles: A, Balsam fir; B, spruce.

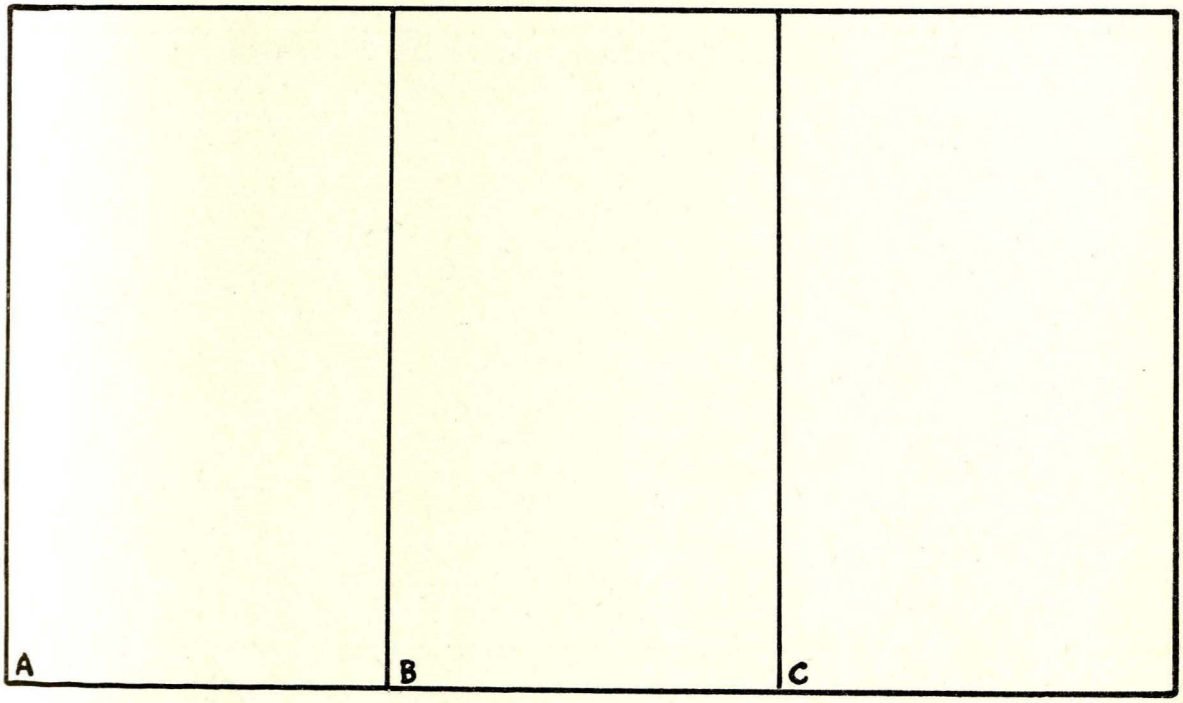


Figure 5.--A, cross section of red oak; B, radical section, showing wood rays; C, tangential section.

Reference to illustration in text.--Usually some reference to each figure is made in the text. To make sure that the illustration appears in the publication about where you want it to appear, write the figure title on the text page, following the paragraph in which the figure is mentioned. Set the title off from the text with horizontal lines. Here is a sample passage:

When fires are kept out of these barren areas, arborescent species gradually increase in abundance. The evidence indicates that in about 40 years scrub oak will be almost completely crowded out (fig. 5). This is true on both sites; no significant difference in recovery occurred between sites.

Figure 5.--How scrub oak would disappear if fire were kept out.

The species that most frequently replace scrub oak are sassafras, red maple, chestnut oak, and red oak. Chestnut is trying to come back, but the blight attacks chestnut stems at an early age and eliminates them from consideration as a future species in the scrub oak areas.

PHOTOGRAPHS

A glossy-print photograph is best for reproduction. A large print will reproduce better than a small one.

Do not mar a photograph in any way. Do not write on the back of it; it may show through. Do not use paper clips; they make an indentation that may show in the reproduction, and they may scratch or tear the surface. Do not use scotch tape; when removed it may tear the surface of the print, and if left on it will show in the reproduction. Do not use paste; it may curl and wrinkle the print. Do not roll or crease a photograph.

You can fasten a photograph to a page with rubber cement or gummed photograph corner mountings; or by making slits in the page to hold the corners of the photograph.

If the photograph is filed in the Washington collection and has a permanent photo number, write the photo number above the figure title, like this:

F-234567

Figure 9.--Hurricane damage in a stand of eastern white pine.

When you send negatives with a manuscript, be careful not to mar or scratch them. Do not use paper-clips on them. Do not mark them except to write temporary numbers on the margins.

ITALIC

Underscoring a word or phrase indicates italic. Italic is used to give greater prominence to a word or phrase, and should be used sparingly. In addition to headings that are underscored, italic should be used only for the following:

Scientific names.--The latin names of species are underscored, but names of groups higher than genera (phyla, classes, orders, families, tribes, etc.) are not underscored. Do not underscore the proper names that follow the scientific names. Examples:

Pinus rigida Miller

Acer saccharun var. nigrum (Michaux) Britton

the family Leguminosae

Illustrations.--In figure titles, letters identifying parts of the illustration are underscored.

Literature citations.--Literature citation references in the text (1) are underscored.

Table titles.--The titles of tables are generally underscored.

LITERATURE CITATIONS

References to other literature the author has consulted can be made in two ways: (1) as a list at the end of the manuscript; or (2) as footnotes. All references should be verified from the originals, not merely quoted from other authors.

IN LIST

If all the publications listed at the end of the manuscript are mentioned in the text, call the list Literature Cited. If all the publications are not mentioned in the text, call it Bibliography. A list of Literature Cited should contain at least seven references. (If you have less than seven, use them as footnotes.) In general they should be printed matter; books and periodicals.

Book Citations

A book citation should include the following items:

1. Author
2. Date
3. Title
4. Edition (unless first)
5. Pages or volume
6. Illustrations
7. Place of publication.

Example:

(1) Sargent, Charles Sprague.

1905. Manual of the trees of North America. Ed. 2, 818 pp., illus. Boston and New York

Periodical Citations

A periodical citation should include the following items:

1. Author
2. Date
3. Title of article
4. Title of periodical
5. Series (seldom needed)
6. Volume
7. Pages
8. Illustrations.

Example:

(3) Little, S.

1945. Influence of fuel types on fire damage. Jour. Forestry 43: 744-749, illus.

Author.--Type the author's name exactly as it appears in the publication cited, i.e., either with initials, or fully spelled out: Notice the examples above. If there is more than one author, separate the names with commas: Burnham, C. F., Ferree, M. J., and Cunningham, F. E.

An organization can be entered as author when the publication is not ascribed to an individual author. Example:

(21) Union of South Africa Department of Agriculture.

1923. Crown gall in fruit trees. Union So. Africa Dept. Agr. Jour. 7: 12-13.

Title of article.--Give the title exactly as it appears in the publication. In typing the title, capitalize only the first word and proper nouns.

Title of periodical.--Abbreviate the names of periodicals and organizations when possible. For accepted abbreviations see U. S. Dept. Agr. Misc. Pub. 337, "Abbreviations used in the Department of Agriculture for titles of publications." Here are some common abbreviations:

U.S. Dept. Agr.	Amer. Jour. Sci.
U.S. Forest Serv.	Jour. Forestry
U.S. Soil Conserv. Serv.	Bot. Gaz.
U.S. Bur. Agr. Econ.	Jour. Agr. Res.
Northeast. Forest Expt. Sta.	Bul. (Bulletin)
Pa. Dept. Forests and Waters	Tech. Note (Technical Note)
Conn. Agr. Expt. Sta.	Cir. (Circular)
Md. State Dept. Forestry	Ann. Rpt. (Annual Report)
Bot. Rev.	Misc. (Miscellaneous)
Plant Physiol.	Pub. (Publication)

Volume and number.--Generally the volume of a periodical and the pages are all you need to give for reference. It is not necessary to give: Jour. Forestry 43 (10): 744-749. Jour. Forestry 43: 744-749 is enough.

The number or part of the volume is needed only when each number or part is page-numbered separately: Country Gent. 102 (10): 3-5.

Pages.--When you want to refer to the specific pages, give only the numbers: 744-749. When you want to refer to the whole book or periodical, give the total number of pages, this way: 28 pp.

Method of typing.--Type literature Cited lists double-space. Arrange the list in alphabetical order, according to author, and give each publication a number. Arrange titles under one author chronologically--see (12), (13), and (14) in sample list that follows. Entries with joint authors follow those by the senior author alone--see (1) and (2)--and are arranged in alphabetical order according to junior author. Dashes--see (2), (13), and (14)--are used to show repetition of the author's name.

Here is a sample list:

Literature Cited

(1) Bratton, Allen W.

1946. Another spray gun. Jour. Forestry 44: 206.

(2) ---------- and Ferguson, R. H.

1945. Use of the spray gun in marking timber. Jour. Forestry 43: 113-117.

(3) Cline, A. C.

1935. Improvement cutting and thinning as applied to central New England hardwoods. Mass. Forest and Park Assoc. Bul. 155, 16 pp., illus.

(4) Flesch, Rudolf

1946. The art of plain talk. Ed. 3, 210 pp. New York and London.

(5) Harper, V. L.

1946. Research in management and utilization of forests in Pennsylvania. Forest Leaves 36: 7-8.

(6) Hough, A. F.

1945. Frost pocket and other microclimates in forests of the northern Allegheny plateau. Ecology 26: 235-250.

(7) Hitchcock, A. S.

1935. Manual of the grasses of the United States. 1040 pp., illus. Washington. (U.S. Dept. Agr. Misc. Pub. 200)

(8) Illick, Joseph S.

1928. Pennsylvania trees. Ed. 5, 237 pp., illus. Harrisburg.

(9) Lake States Forest Experiment Station.

1940. Light cuttings in hardwoods show high quality increment. Lake States Forest Expt. Sta. Tech. Note 166. 4 pp.

(10) McIntyre, A. C.

1933. Growth and yield in red oak forests of Pennsylvania. Pa. Agr. Expt. Sta. Bul. 283. 15 pp., illus.

(11) Maki, T. E., and Way, R. D.

1946. Effects of pre-storage treatment of hardwood and pine seedlings with a-naphthaleneacetic acid. Bot. Gaz. 108: 219-232.

(12) Simmons, Fred C.

1945. Methods of loading lumber at the rear of small sawmills. Canada Lumberman 65 (23): 39-40, illus.

(13) ---------

1946. How to choose and sharpen a crosscut saw. South. Lumberman 173 (2169): 68-74, illus.

(14) ---------

1946. Skidding with tractors. South. Lumberman 173 (2173): 72-82, illus.

References in text.--The references in the text are made by number, in parentheses, and are underscored. If specific pages are given, this information should also be underscored. Example:

The work by Hough (6) in the Kane Experimental Forest

and the findings of Taylor (12, p.3) support this conclusion.

IN FOOTNOTES

Literature citations given in footnotes generally include unpublished manuscripts and addresses and processed material (mimeographed, etc.) They follow this general form:3/

3/ Isaac, L. A., and Meagher, G. S. Natural reproduction on the Tillamook burn two years after the fire. Pacific Northwest Forest Expt. Sta. 1936. (Mimeographed.)

The only difference from other citations is that the date comes last, and you can add specific references to pages, etc., or any other information that the reader will need to find the material. Here are some more examples:4/ 5/ 6/ 7/ 8/ 9/

4/ Ineson, F. A., Ferree, M. J., and Robinson, D. F. The anthracite forest region--a problem area. Northeast. Forest Expt. Sta. 1946. (In process of publication by U. S. Dept. Agr.)

5/ U. S. Forest Service and Bureau of Agricultural Economics. Farm forest products. Washington. 1937. (Mimeographed, 8 pp.)

6/ Manns, T. F. Fungi of flax sick soil and flax seed. 1904. (Unpublished master's thesis. Copy on file Dept. of Botany, N. Dak. Agr. Col., Fargo.)

7/ Sowder, A. M., and Marquis, R. W. Timber requirements for veneer and plywood, p. 15. U. S. Forest Service. Washington. 1941.

8/ Society of American Foresters. Report of the committee on forest practice, Allegheny section. 1946. (Mimeographed, 2 pp.)

9/ Spurr, S. H., Littlefield, E. W., and Bess, H. A. Relation of forest site conditions to gypsy moth abundance and forest practices which develop resistance to gypsy moth. 1946. (Unpublished manuscript, Harvard Forest.)

NUMERALS

For the use of numerals, see the G.P.O. Style Manual.

WHEN TO USE NUMERALS

1. Quantities and measurements

Age:
- 6 years old
- 52 years 10 months 6 days
- a 3-year old

Dates:
- 1947
- March 1947
- March 4, 1947
- February 26 to March 4, 1947

Degrees:
- Longitude 77°04'06" E.
- 10° below zero
- an angle of 45°
- 45° to 65° F.

Money:
- $3.65; $0.75; 75 cents
- $3 per 200 pounds
- 3¢ to 5¢
- 75 cents apiece

Proportion:
- 1 to 4
- 1 : 20,000
- 1-3-5 or 1 : 3 : 5

Time:
- 4:30 p.m.
- half past 4
- 7 minutes

Decimals:
- 0.25 inch
- specific gravity 0.9547
- gage height 10.0 feet

Measurements:
- 110 meters
- about 10 yards
- 8 to 12 inches
- 2 x 4 inches
- 1 foot 3 inches
- 1½ miles
- 6 acres
- 40 bushels
- 1 gallon

Percentage:
- 12 percent
- 25.5 percent
- 0.5 percent

Unit modifiers:
- 5-day week
- 10-acre plots
- ½-inch pipe

2. In a series in which any one number is 10 or more:

The farmer owned 4 horses and 16 cows.

3. For isolated numbers of 10 or more:

It was 12 times as large.
They controlled 50 ballots.

4. Fractions in a series:

1/2 to 1-1/2 acres.

WHEN TO SPELL OUT

1. Numbers at the beginning of a sentence:

   Thirty test plots were established.
   Fifty or sixty miles away is Mt. Chocorua.

2. Numbers mentioned in connection with serious and dignified subjects:

   The Thirteen Original States

3. Quantities of measurement less than 10 when separated from the unit of measure:

   five successive years
   three poor acres
   two or three separate years

4. Numbers less than 10:

   The farmer owned four horses and seven cows.
   it was eight times as large

5. Indefinite numbers:

   in the early seventies
   between two and three hundred horses

6. Ordinal numbers:

   twentieth century
   sixty-sixth birthday

7. Round numbers:

   a hundred cows
   a thousand dollars
   one or two million
   forty-odd people

8. Fractions standing alone:

   one-half inch
   half an inch
   one-fourth inch
   three-quarters of an inch

MISCELLANEOUS

In large round numbers, the word million, etc., can be spelled out:

4 million
25½ million dollars
2¼ billion

The comma is used in numbers of four or more digits:

324
1,324

PUNCTUATION

Detailed instructions in use of punctuation can be found in the G.P.O. Style Manual and in any good grammar book. The rules given here are those few that are most often abused.

1. In a series of three or more words or phrases use a comma before the "and" or "or":

   Growth, drain, and mortality were studied.

2. Put the comma or final period inside the quotation mark:

   He said, "I think so."
   "I think so," he said.

3. Put other punctuation marks inside quotation marks only if they are a part of the matter quoted:

   The conductor shouted "All aboard!"
   Why call it "a gentleman's agreement"?

4. When using dashes, close them up with the text, like this:

   A substantial part--36.4 percent--of the region.....

DEPARTMENT PUBLICATIONS

Manuscripts submitted to the Washington office for publication by the Department of Agriculture must meet several requirements in addition to the style rules already discussed.

Number of copies.--Four complete copies are required: One ribbon copy on white bond paper, and three carbon copies on light-weight white paper.

Literature citations.--In lists of literature cited, type all book and article titles in small letters:

(14) Lachmund, H. G.

1929. white pine blister rust: a comparison of european with north american conditions. U. S. Dept. Agr. Tech. Bul. 87, 59 pp., illus.

This is done so the printer can see quickly how much of the citation is title. (The title is set in small capitals.)

Illustrations.--Originals of all charts are submitted with the manuscript. If the chart is in rough form, all quantities plotted should be entered on the chart in numerals for the draftsman's convenience. If the photographs used are filed in the Washington office, their numbers should appear with the figure titles. If the photographs are not on file in Washington, the negatives, with temporary numbers, must be submitted, along with the descriptive material required by I & E.

OTHER PUBLICATIONS

All publications--scientific journals and other periodicals--have their own style rules and requirements for manuscripts. For most publications the style rules suggested here will be acceptable.

The Journal of Forestry, which is a valuable channel of publication for Forest Service manuscripts, has style rules that differ in some respects from those recommended here. Before submitting a manuscript to the Journal of Forestry, consult the Journal's style manual, "Suggestions for Contributions to the Journal of Forestry," by Henry E. Clepper, managing editor, Society of American Foresters, Washington, D. C.

COPY-READING SYMBOLS

Copy-reading symbols are the marks made on a manuscript to show changes or corrections. The typist who handles manuscripts should know these symbols and how they are used. Here is a list of the most frequently used symbols, and examples showing how they are used:

Period

Comma

Semicolon

Colon

Hyphen

Dash

Apostrophe

Quotation marks

Capitalize

Lower case

Insert

Take out (delete)

Transpose

Paragraph

No paragraph

Italics

 Close up space

Space

Move to the right

Move to the left

PERIOD — The northern hardwood type is found only in the northern counties of the Anthracite Region (fig. 1).

COMMA — They were replaced by beech, birch, maple, and cherry.

SEMICOLON — Site III occupies a very small area; so samples were taken only on site I and site II.

COLON — The following species: maple, beech, birch, and red oak.

HYPHEN — The practice of clear-cutting has kept the forest from growing the quantity of sawtimber material it should

DASH — They cover 28.9 percent — 922,700 acres — of the region's total forest acreage.

APOSTROPHE — Early lumbermen in the 1860's, according to Illick and Frontz, found "valleys, hillsides, and mountains covered

QUOTATION MARK — with dense growth of enormous white pine and hemlock."

CAPITALIZE — It dominates the highlands from Sullivan county on the west to monroe county on the east.

LOWER CASE — Fifty-eight Percent of the Northern Hardwood forests are found in the Farming Areas.

INSERT — A high percentage of cull. This is due to severe fires that swept over many of the stands.

The ~~condition~~ stand-size class was also recorded.

DELETE (TAKE OUT)

Each plot was marked for cutting.

~~A total of~~ thirty sample plots were selected.

Further study will determine whether ~~or not~~ the demand for mine timbers can~~not~~ be filled.

The goal is better saw-logs.

TRANSPOSE

Good forets management is nedeed.

Judicious cutting increases the rate growth.

In the sapling-and-seedling class...

PARAGRAPH

Indent this sentence to start a new paragraph.

NO PARAGRAPH

No ¶ This should not be indented. It should not start a new paragraph.

ITALICS

An underline under a word indicates *italic.*

CLOSE UP SPACE

Clo se up the o pen spac e.

This is attributabl e to past mis-use.

The other species -- red oak and white ~~oak~~ -- are valuable.

SPACE OUT

Insertspace where itshould be.

Make sawtimber and poletimber two words.

MOVE TO THE RIGHT

Move this over to the right.

MOVE TO THE LEFT

Move this over to the left.

ABBREVIATE ...3.6 inches diameter breast high.

...in the past ten years.

...one-quarter to one-half acre.

SPELL OUT ...more than 25%

...in the past 3 years.

...less than 1/2 inch in depth.

TYPING FOR MULTILITH PROCESSING

Two kinds of plates are used on multilith machines: (1) paper plates and (2) metal plates. Paper plates, which can be run through a typewriter, are used for typewritten material. For material that must be reduced or enlarged (photographs, maps, charts, tables, etc.) the metal plates are used; the image is "burned" on photographically. Metal plates are also used when a large number of copies (more than 2,500) are required.

The final appearance of the processed page depends on the quality of the typist's work--no matter which kind of plate is used. In general, the typist's touch must be even, and the typewriter type must be kept clean.

So that the pages of our processed material may appear neat and uniform, the following instructions will be followed in preparing typewritten copy for multilith. These instructions are based on publications of letter size, 8 by 10½ inches.

Margins.--Allow for a margin of 1 inch on all four sides (see sample page). Although it is impossible to get the right-hand side of the page exact, do not type into the 1-inch margin. Try to fill the page. Any blank space left should be at the bottom of the page.

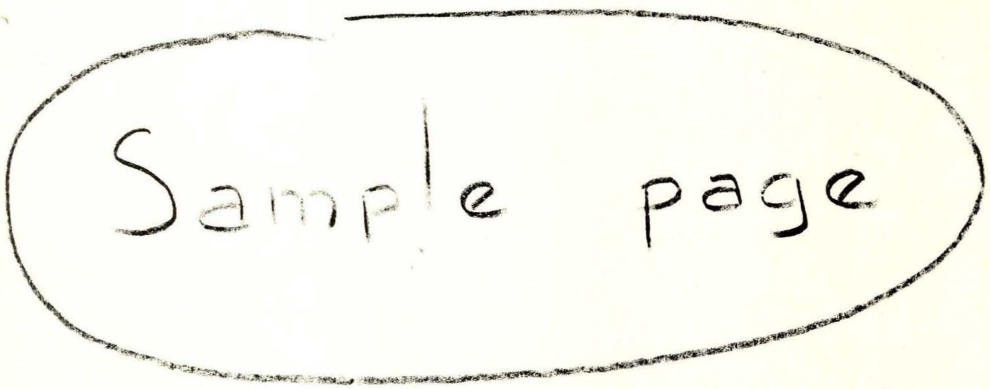
Use the horizontal type scale and the vertical line scale on paper multilith plates to space the copy on the plate. When typing a manuscript onto paper plates, use the same scale markings for each page.

Page number.--Put the page number in the bottom margin, in the exact center of the page. The midpoint of the number should be 1/2 inch from the bottom edge of the page. (See sample page.) Even if half the page is blank, the page number should be in this position.

The position of the page number is important, because the multilith operator uses the page number as a guide in adjusting the machine. Therefore the page number on the typed copy must be in exactly the right place.

1 inch

Top line of text, HEADING, top of illustration, etc.



1 inch

1 inch

Bottom Line of text, etc.

1 inch

½ inch